

REQUEST FOR PROPOSALS
DEQ REMEDIATION DIVISION
WEED CONTROL SERVICES - RFP# 414055

Weed Control Services

Montana Department of Environmental Quality
Remediation Division
1400 Broadway
Helena, Montana

SCHEDULE

RFP Released December 16, 2013

Deadline for Receipt of Responses to RFP..... 5:00 p.m.. January 31, 2014

NOTICE

From the issuance date of this Request For Proposals (RFP) until one or more Contractor(s) is selected, and the selection is announced, submitting firms (hereinafter referred to as “Offerors”) are not allowed to communicate with any State staff or officials regarding this solicitation.

SECTION I. GENERAL INFORMATION

Pursuant to § 18-4-304, MCA, the Montana Department of Environmental Quality, Remediation Division (DEQ) is seeking qualified firms interested in supplying weed control services for Federal and State Superfund Remediation and Abandoned Mine Reclamation Sites and other sites in Montana as may be identified by DEQ in accordance with this Contract. DEQ invites you to submit a Proposal to provide some or all of the following services:

Provide weed control via backpacking, ATV (or similar vehicle) boom and long line, pickup truck boom, aerial boom, and mechanical methods. All weed control must be completed within the recommended time of year and environmental conditions for most effective kill, unless otherwise authorized by DEQ.

Given the large area(s) of weed control that DEQ requires, the varying terrain and application methods necessary to support successful remediation, and the variable workload constraints of weed control firms, DEQ may contract with more than one firm to conduct the weed control services requested.

DEQ does not expect every person or firm will be able to furnish all the above weed control services. Depending on the response, DEQ anticipates short-listing several firms with demonstrated experience in performing the above-listed services. DEQ will evaluate the Offeror's expertise and ability to provide weed control services against other Offerors. Offerors are requested to identify on the completed Attachment 1 – Price List any of the weed control services listed that are not offered.

The nature of the Work required by DEQ would include such activities as:

1. Provide professional advice on weed control methods, timing, application rates, and herbicide.
2. Provide weed control services.
3. Drafting and finalizing reports and maps related to the services provided.
4. Maintaining Department of Agriculture procedures and protocols for weed control, equipment maintenance and calibration, quality assurance, quality control, and reporting, as prescribed in the Department's publication "Commercial & Government Pesticide Applicator Basic Manual."

It shall be the Offeror's sole risk to assure delivery of its Proposal to the designated office by the designated time. **DEQ will not evaluate any Proposal received after the deadline specified in this RFP.** There will be no question and answer period for this RFP. DEQ believes all pertinent information is provided. However, Offerors shall promptly notify DEQ of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

One (1) original and four (4) copies of each Proposal shall be delivered to DEQ's designated representative: Katie Garcin

Mailed:

Bid Box
Attention: Katie Garcin
P.O. Box 6969
Helena, MT 59604-6969

Hand Delivered:

Department of Environmental Quality
Directors Office- Lee Metcalf Building
Attention: Katie Garcin
1520 E Sixth Ave
Helena, Montana

DEQ may reject any Proposals considered to be non-responsive to this RFP.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's qualifications. Proposals shall not exceed ten (10) standard-sized (8 1/2" x 11") pages in length; all information supplied will be included in the page count, except the completed Attachment 1 - Price List, copies of licenses, the spreadsheet of key personnel, and resumes of company primaries. Cover letters / pages will not be evaluated as part of the RFP. Each printed side of the page (front, back, front, back, etc.) will count as one (1) page; printing on both sides is encouraged. Please use Arial or Times New Roman 12-point font with single line spacing. Information contained on any pages submitted beyond the 10-page limit will not be evaluated.

Offerors will be evaluated based upon the attached evaluation criteria, the responses of the contacted references, and other items outlined in this RFP.

DEQ shall evaluate the submitted Proposals, ranking the Offerors by their scores, considering and comparing the relative skills, services, qualifications, and prices of the Offerors. DEQ shall select one or more of the top ranked firms to negotiate a contract with DEQ to provide the required services.

Offerors shall provide DEQ with all the information required in Section II(A) of this RFP.

A. Terms of Contract

DEQ intends to execute contracts with an unspecified number of selected Offerors in the form of the Contract set forth in Contract, as posted to the General Services Division's OneStop Vendor website

(<http://svc.mt.gov/gsd/OneStop/Solicitations.aspx?args=A9ADF86D88792B5D3CEAC8D00329197F>) and incorporated herein by reference. In its response to the RFP, each Offeror is required to identify exceptions/proposed changes the Offeror is seeking to any of the terms and conditions of the attached contract. Suggested alternative language must be provided. DEQ may not negotiate any contract language that is not pre-identified as an exception by Offeror in response to this RFP.

The initial contract term is for a period of one (1) year from the Effective Date, which shall be the latter of the two dates of signature by DEQ and the Contractor. Following review of contract performance, and at its option, DEQ may decide to extend this Agreement in one year increments. The total contract period may not exceed any time limit imposed by statute.

The Contract awarded as a result of this RFP will employ a task order system under which the Contractor would be authorized in writing to perform certain described work tasks within a specified budget and timeframe. DEQ does not guarantee any specific amount of work if an Offeror is selected and signs a contract.

B. Closing Date

Submit one (1) original and four (4) copies of the Proposal no later than 5:00 p.m., January 31, 2014. Telefax or electronic communications will not be accepted. Submittals shall be marked "DEQ Remediation Division – Weed Control Services RFP" and mailed or hand-delivered to addresses identified above.

C. Offeror's Warranties

By submitting a Proposal, the Offeror agrees to the terms of the Contract as posted to the General Services Division's OneStop Vendor website (<http://svc.mt.gov/gsd/OneStop/Solicitations.aspx?args=A9ADF86D88792B5D3CEAC8D00329197F>) and incorporated herein by reference.

The Offeror warrants to DEQ that it is available and qualified to perform the weed control services in accordance with the methods set forth in Attachment 1 – Price List, within timeframes prescribed by Montana State University Extension Service publications, recommended weather conditions prescribed by chemical companies, or timeframes requested by DEQ; and that Offeror will perform the aforementioned weed control services for the prices submitted by Offeror in response to this RFP.

Offeror warrants and certifies, by submitting a response to this RFP, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Offeror cannot certify this statement, attach a written explanation for review by DEQ.

The Offeror warrants to DEQ that the prices submitted are the market rates established without collusion of other eligible offerors and without effort to preclude the State of Montana from obtaining the best possible price.

Offeror's response to this RFP shall remain firm for thirty (30) days after the deadline for receipt of responses.

D. Reserved Rights

While DEQ has every intention to award a contract as a result of this RFP, issuance of this RFP in no way constitutes a commitment by DEQ to award a contract. Upon determination such action would be in its best interest, DEQ, in its sole discretion, reserves the right to:

1. waive any formality;
2. cancel or terminate this RFP;
3. reject any or all proposals received in response to this RFP;
4. waive any undesirable, inconsequential, or inconsistent provision of this document which would not have any significant impact on any proposal; and,
5. not award, or if awarded, terminate any contract(s).

SECTION II. REQUIREMENTS AND SCORING CRITERIA

Offerors will be ranked on the basis of the information described below. Please see the Request for Proposals Evaluation Form, which identifies the relative weight assigned to each of these criteria.

A. Requirements for Proposals

Please provide the following information (completeness of submission will be evaluated on a pass / fail basis):

1. Name, address, e-mail address, telephone number, fax number and title of contact person for Offeror.
2. The address of the company's base of operations. DEQ will use the address given here when considering Items 1-6 on Attachment 1 – Price List.
3. Company Name, Business Form (i.e., corporation, limited liability company, partnership, sole proprietorship, etc.) and Tax ID number of Offeror.
4. Name, address and telephone number of three (3) clients requiring weed control services that can verify Offeror's qualifications / expertise performing weed control services similar to those listed in Attachment 1 – Price List, and that are available and willing to respond to DEQ reference checks.
5. In four pages or less, provide a narrative statement describing Offeror's last large-scale weed control project. Address the following issues in the narrative:
 - a) Location and acreage;
 - b) Weeds targeted and types of vegetation/land use types treated (i.e. agricultural land - grain, alfalfa, etc.; native vegetation – trees, shrubs, grass, forbs, etc.; revegetated disturbances – mines, roadways, residential areas);
 - c) Personnel, time, equipment/methods, and chemicals used;
 - d) Variability of terrain;
 - e) Risks, problems, or complications associated with the project and how they were addressed; and
 - f) Reporting/invoicing requirements.
6. In two pages or less, provide an evaluation of Offeror's current work load, capability, and availability to provide services to DEQ based on Offeror's projected work loads.
7. In two pages or less, please provide examples of:
 - a) Offeror's expertise in handling, storage, and disposal of chemicals listed in Attachment 1 – Price List;
 - b) Offeror's reliability in meeting acceptable / recommended timeframes for weed control; and
 - c) Offeror's expertise and reliability in maintaining accepted protocols for equipment calibration, equipment maintenance, quality control, quality assurance, and reporting.

8. On Attachment 1 – Price List supplied by DEQ, provide the Offeror's established prices for weed control services, including:
 - a) The standard price for initial mobilization (includes demobilization) for mobilization increments of 100 miles, 200 miles, 300 miles or higher. Please see the Contract for requirements, as posted to the General Services Division's OneStop Vendor website (<http://svc.mt.gov/gsd/OneStop/Solicitations.aspx?args=A9ADF86D88792B5D3CEAC8D00329197F>) and incorporated herein by reference;
 - b) The standard price for additional mobilizations for each distance listed either between projects or from Offeror's base of operations; and
 - c) The standard price for each method, vegetation type, and chemical combination listed in Attachment 1 – Price List.

All costs in connection with the Work, including, but not limited to, the furnishing of materials, equipment, tools, supplies; securing necessary insurance, licensing, registration, permits; and providing all necessary labor and supervision to fully complete the work, shall be included in the unit prices contained in Attachment 1 – Price List. No item that is required for the proper and successful completion of the work will be paid for outside or in addition to these unit prices.

Attachment 1 - Price List will be attached to any contract entered into between DEQ and Offeror.

9. A copy (copies) of the Commercial Pesticide Applicator's license issued by the Montana Department of Agriculture for each staff member of the organization as applicable.
 10. A spreadsheet listing key personnel performing weed control services under any contract entered into with DEQ. List each staff person's name, primary duties (field vs. office), years of experience in these duties, and license status (whether they are licensed or certified applicators or licensed operators as defined in the Department of Agriculture's Commercial & Government Pesticide Applicator Basic Manual). Key personnel are anyone whose duties include weed spraying, handling/mixing chemicals, quality control, record keeping, reporting, invoicing, etc.
 11. Resumes of company primaries, i.e. anyone directly involved with the management of the business and/or supervision of operators.
- B. Scoring Criteria (Please see the attached "Evaluation" and "Evaluation of References" forms).

DEQ will score the Proposals using the following scoring system.

All Pass / Fails must be scored as "Pass" for the Proposal to be eligible for further consideration. DEQ may make such investigations as deemed necessary, including any knowledge of Offeror's past performance on any DEQ contracts, to verify the accuracy of all information provided by the Offeror.

DEQ will evaluate each Proposal and the responses supplied by Offeror's references in accordance with the attached Evaluation Form and the Evaluation of References.

Evaluation of Proposals: Each member of the evaluation committee will individually review and score each Proposal in accordance with the attached Evaluation Form. Individual score sheets will be provided to the head of the committee, who will determine the average total score for each Offeror by taking the aggregate total of each Offeror's evaluation scores and dividing it by the number of evaluation committee members doing the scoring (Proposal Evaluation Score).

Reference Check: Only one person from the evaluation committee will call and score the responses for references of Offerors. To the extent practicable, references will be contacted in the order provided by Offeror. Each reference will be asked the same questions and their responses scored in accordance with the attached Evaluation of References (Reference Check Score). When completed, the reference check score sheets will be turned in to the head of the committee.

The total Proposal Evaluation Score for each Offeror will be added together with the total Reference Check Score to produce a Total Combined Score for each Offeror.

DEQ shall rank the Offerors by their Total Combined Scores, compare the services and experience of the Offerors, and notify the firm or firms best qualified to provide the weed control services required of its intent to enter into a contract with them.